

How to Log On to Umoja Step-by-Step Guide

LEARN TO LOG ON TO EMPLOYEE AND MANAGER SELF-SERVICE
LEARN TO LOG ON TO UMOJA PRODUCTION SYSTEMS



umoja
be the change

How to Log On to Umoja Step-by-Step Guide

ESS / MSS SELF-SERVICE USER

PRODUCTION SYSTEMS - TRANSACTIONAL USER

UMOJA HELP AND SUPPORT

PLEASE USE INTERNET EXPLORER 

LOG IN TO UMOJA

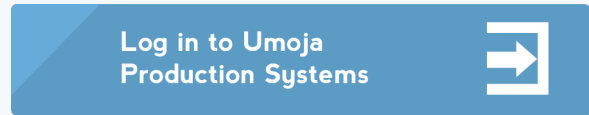
- Using Internet Explorer, visit: <http://umoja.un.org>
- Select the version of Umoja you want to login to



PLEASE USE INTERNET EXPLORER 

LOG IN TO UMOJA

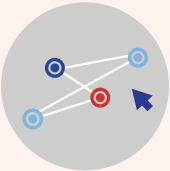
- Using Internet Explorer, visit: <http://umoja.un.org>
- Select the version of Umoja you want to login to



1

REVIEW

- Training Material
- Job Aids
- User Guides



VISIT “THE HUB” UMOJA RESOURCE CENTER / COMMUNITY OF PRACTICE ON UNITE CONNECTIONS TO RESOLVE YOUR ISSUE:

- Search keywords or phrases in the Umoja User Manual (Wiki format)
- Read Frequently Asked Questions

2

CONSULT LOCAL PROCESS EXPERTS (LPES), LOCAL ESS/MSS FOCAL POINTS OR VISIT UMOJA CLINICS AT YOUR ENTITY ON UNITE CONNECTIONS

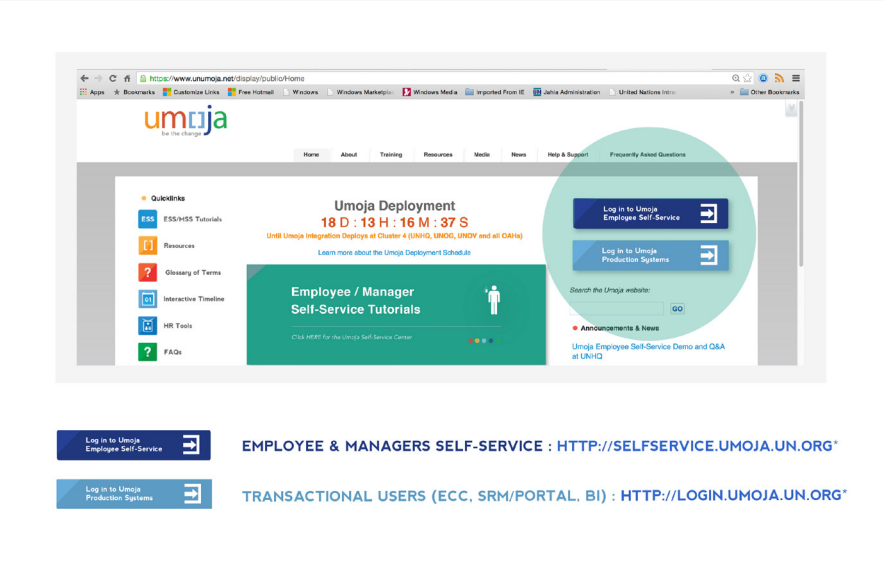
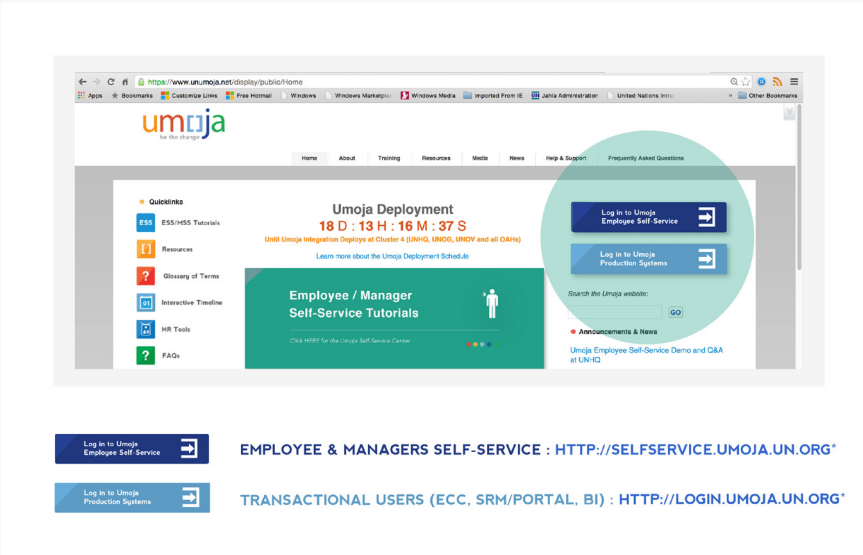
- Local Support Arrangements can be found on iSeek.



3

IF ISSUE IS STILL UNRESOLVED, CONTACT THE UNITE SERVICE DESK FOR TECHNICAL

- Raise a help desk ticket via the Unite Service Desk website; or
- iNeed Self Service (where available); or
- Email esc@un.org; or
- Call the Unite Service Desk: 3-3333 (in Asia ext. 3333)

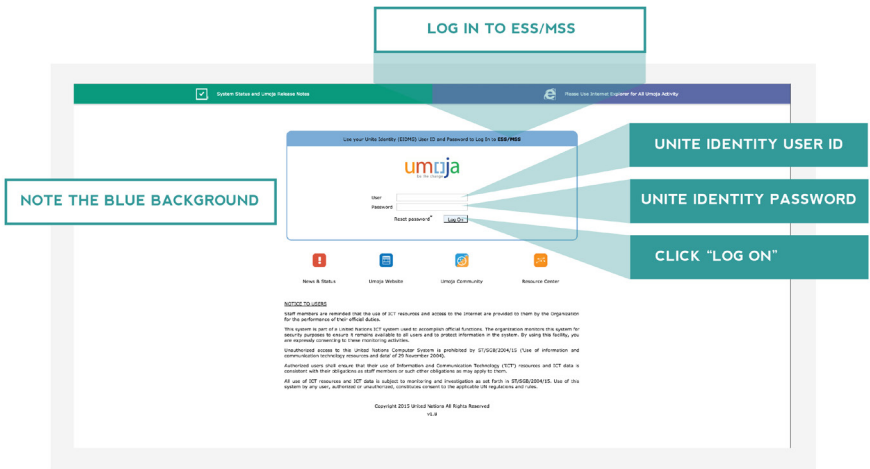


*you can bookmark these URLs in Internet Explorer to visit them quickly

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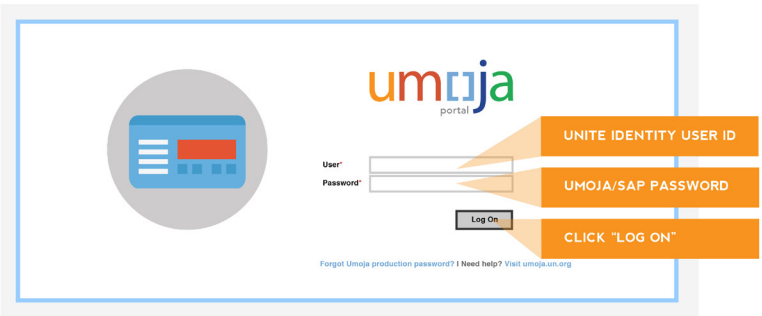
1
1ST LAYER LOGIN:

- ENTER:
- Unite Identity User ID
 - Unite Identity password
- CLICK “LOG ON”



2
2ND LAYER LOGIN:

- ENTER:
- Unite Identity User ID
 - Umoja/SAP password
- CLICK “LOG ON”



3
YOU WILL THEN BE DIRECTED TO THE UMOJA SELF-SERVICE PORTAL

- LPEs and Focal Points will try to resolve any issues locally



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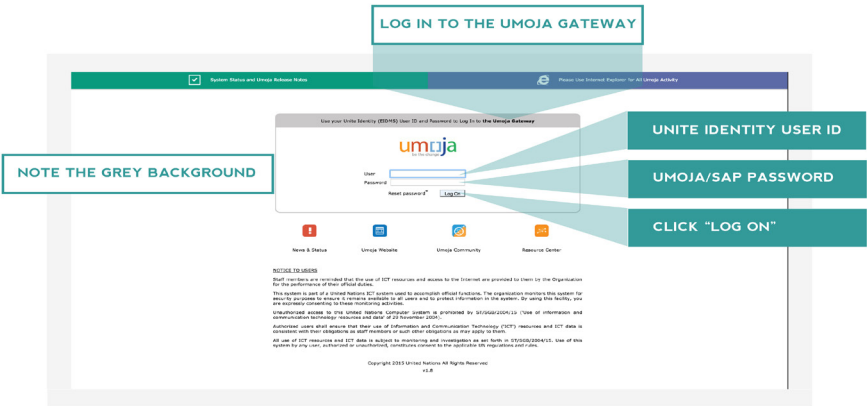
UMOJA PRODUCTION SYSTEMS – TRANSACTIONAL USERS UMOJA GATEWAY @ HTTP://LOGIN.UMOJA.UN.ORG

1 1ST LAYER LOGIN:

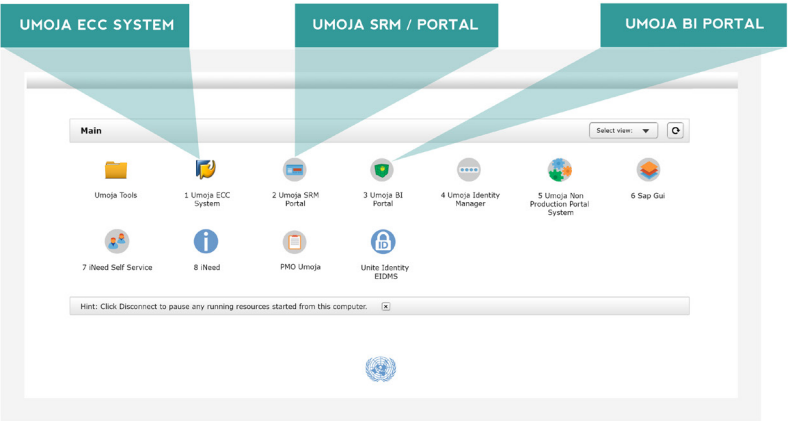
ENTER:

- Unite Identity User ID
- Unite Identity password

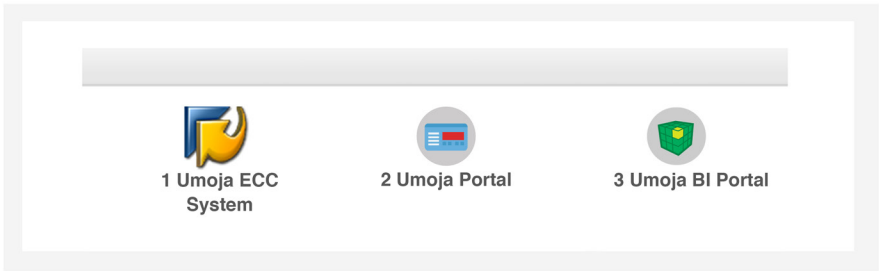
CLICK “LOG ON”



2 YOU WILL BE DIRECTED TO: THE UMOJA GATEWAY LANDING PAGE



3 SELECT THE UMOJA PRODUCTION SYSTEM YOU NEED

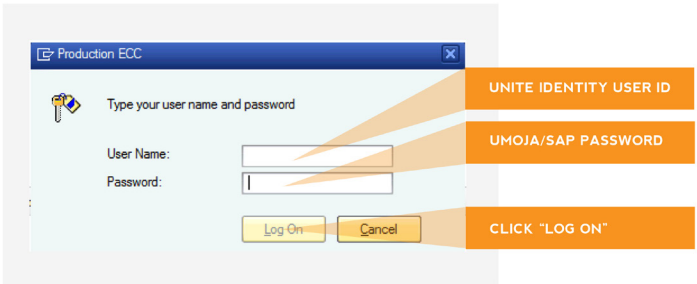


ECC: 2ND LAYER LOGIN:

ENTER:

- Unite Identity User ID
- Umoja/SAP password

CLICK “LOG ON”

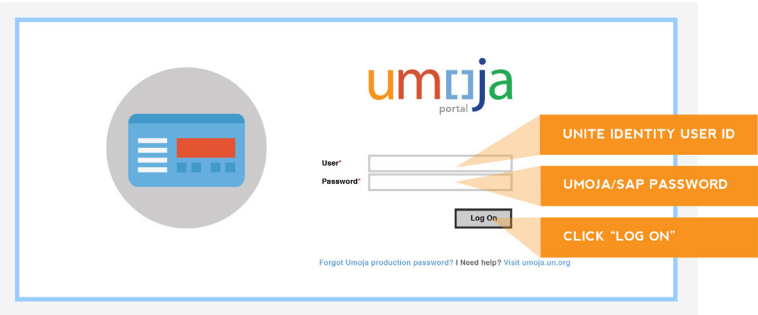


SRM / PORTAL: 2ND LAYER LOGIN:

ENTER:

- Unite Identity User ID
- Umoja/SAP password

CLICK “LOG ON”



BI PORTAL: 2ND LAYER LOGIN:

ENTER

- Unite Identity User ID
- Umoja/SAP password

CLICK “LOG ON”

